How to Install ACT 1 in a Single-User Setup

ACT 1 SYSTEMS INC.

These steps are **only** for a "first time" fresh/new installation **for use only on a single user's workstation**. Do not use these instructions if you have other users accessing ACT 1 software off a server or intend on install a fresh multi-user network server setup or intend to convert an existing single-user setup to a multi-user network server setup.

Please perform the first 2 steps before running the Install.EXE from our installation files.

1) Choose Destination and Create the MKTN Folder

Create a "system directory" (folder) named **MKTN** on the single workstation (ultimately, our software will be self-contained here). It can be stored in the root (such as C:\MKTN) or within subdirectories.

2) Set Full "Modify" Permissions to the MKTN Folder and AppData\Local Folder

Confirm the user of this workstation has full "Modify" permissions to the **MKTN** folder and to their **AppData\Local** directory (you may need to view hidden directories to see it), for a file which will later be installed at C:\Users\UserName\AppData\Local\Act 1 Systems\MKTSTART.INI. Our software requires the user to be able to read, write, execute, delete and the ability to (during updates) write over file's date stamps within the MKTN folder and subfolders and write default settings to the INI file. *A note on date stamps: We date our files based on when they were released. Our software updates depend on these dates being accurate to know whether or not to replace files. Without proper permissions, the Windows OS will alter file dates to be the date the files were written/modified, which prevents our updates from working correctly.*

3) Run the Installation Program

Run the Install.EXE from the downloadable installation file (or from the installation USB drive). When it prompts you for the location to install our software, type the path from step #1 above (such as C:\MKTN). When it prompts you for an installation password, please contact us to obtain this password. When the installation is complete, the Site Manager application will launch for you. Leave Site Manager running for the next step.

4) Create the User within Site Manager

Within the Site Manager application, click the USERS tab at the top, and add the user that plans to access our software (via the "Add New User" button). For the User ID, we recommend using the person's full first name and first initial of their last name (John Smith's UserID would be JOHNS). Leave Site Manager running for the next step.

5) Install Nielsen Audio Audience Data

Within the Site Manager application, click the INSTALL/REMOVE tab at the top. Click on all the files in the left column to highlight them all (these are some of the Nielsen Audio data files your company has clearance to use). To quickly select all the files, click the first file in the list, hold down the shift key and click the last file in the list. Click the "Install selected files" button. Then click "Check for Updates" to download and install any other data.

6) Install Shortcuts to Applications & PDF Guides

Navigate to within our MKTN folder and run **NEWMGR.EXE**. This will create shortcuts to the 4 applications and 4 PDF guides in the user's Start > Programs > ACT 1 Systems – LOCAL menu and (optionally) a duplicate set of shortcuts in a desktop "ACT 1 Systems – LOCAL" folder.

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7) Assign Default User ID and Initialize Lineups

Launch the **Lineup Manager** program from within the "ACT 1 Systems – LOCAL" desktop folder or from the Start > Programs > ACT 1 Systems – LOCAL menu. The first time you log in, you will be prompted to assign a default User ID to this computer. Enter the User ID you created in step #4 above and click OK. On the "Welcome" prompt, the User ID should now automatically be entered. Leave the password field empty and click OK. The first time you launch Lineup Manager, it will create a lineup directory for you (behind the scenes), and if your site is authorized, will also prompt you to install new "public" lineups (to which you click OK). Exit the application.

8) Run a Test Report

Launch **Affiliate System** from within the "ACT 1 Systems – LOCAL" desktop folder or from the Start > Programs > ACT 1 Systems – LOCAL menu. On the "Welcome" prompt, the User ID should automatically be entered (if the User ID is blank, you must set proper permissions to the INI file mentioned in step #2). Leave the password field empty and click OK. Click the "**Demo Summary**" report. In order to run a test report, we must set some minimal input choices. In the Lineups tab, enter **/PUR** in the "lineup code" box (should have a blue border) and enter **MSu6a12m** in the "Global override exact time" box at the top. Click **OK** at the bottom. "Page Down" and confirm you see Nielsen Audio audience data for difference ages/demos.

9) Send Email Confirmation *(Set Default Email Client)*

Launch **Site Manager** from within the "ACT 1 Systems – LOCAL" desktop folder or from the Start > Programs > ACT 1 Systems – LOCAL menu. Click the INSTALL/REMOVE tab and click the "Email confirmation" button. This will launch your default email program (such as Outlook) and pre-populate the TO email address, the subject and the content/body of the email. Just click SEND. When you're done, close Site Manager.

If you encounter an error, it usually means that you do not have a default email client assigned (such as when the user only has browser-based email access). In that case, please use this work-around so that we still receive an email confirmation. On Site Manager's SYSTEM tab, set the "**Email client (mailto) supported**" option to **No**. Go back to click the "Email confirmation" button. This now creates a text file at **\MKTN\CONFIRM.TXT**. Using a browser-based email client, or by moving this file to a computer that has an email client, you can now email this file to us (either as an attachment to an email or copy/pasted into the body of an email) to act1support@act1systems.com.

Email confirmations are important for us to verify you have everything installed correctly. User will be required to send an email confirmation after doing future updates (and Nielsen Audio updates their data regularly).

10) PDF and CSV Format

Our software is primarily used to generate printed reports, so it is important that the user has the ability to print to PDF format (via Acrobat Pro, the free PrimoPDF or other utility). The user may make use of CSV format files between our software and a spreadsheet program, so the user's workstation should have a spreadsheet application (Excel, Google Docs, Open Office, etc.) to open/modify files in CSV format and to save files in CSV format.

11) Add the MKTN Folder to Your Backup Schedule

Make sure to frequently backup the entire MKTN folder off the workstation as it contains all the user's saved worked (saved reports), saved lineups (affiliate/station lists), and all our software and current Nielsen Audio audience data. We recommend backing up the MKTN folder at least once per week, or a bare minimum of at least once per month. If the user does a lot of work with lineups (station lists), you might consider backing up the MKTN folder daily.